



# FACULTY NEWSLETTER



From the  
Dean of Academic Services  
and the

Dean of Technical/Occupational Services

August 10, 1992

Vol. 2, No. 18

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## SPRING 1992 GRADE POINT DISTRIBUTION

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During the 1992 Spring Quarter, in the Academic Services Division, 8,366 grades were given. They were distributed as follows:

<u>Grade</u>	<u>Number</u>	<u>Per Cent</u>
A	1844	22%
B	1433	17%
C	1171	14%
D	351	4%
F	569	7%
WP	1613	19%
WF	38	0%
AU	113	1%
U	531	6%
S	703	8%
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Total	8366	

In the Occupational/Technical Division, during the same term, 2951 grades were given, and the distribution was as follows:

<u>Grade</u>	<u>Number</u>	<u>Per Cent</u>
A	1288	44%
B	755	26%
C	276	9%
D	86	3%
F	146	5%
WP	230	8%
WF	14	0%
AU	63	2%
U	32	1%
S	61	2%
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Total	2951	

If the AU, S, and U grades are removed, the distribution of grades for the Academic Services Division was as follows:

<u>Grade</u>	<u>Number</u>	<u>Per Cent</u>
A	1844	26%
B	1433	20%
C	1171	17%
D	351	5%
F	569	8%
WP	1613	23%
WF	38	1%
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Total	7019	

With the AU, S, and U grades removed from the data, the grade distribution for the Occupational/Technical Division was as follows:

<u>Grade</u>	<u>Number</u>	<u>Per Cent</u>
A	1288	46%
B	755	27%
C	276	10%
D	86	3%
F	146	5%
WP	230	8%
WF	14	1%
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Total	2795	

If only A/F letter grades for those who actually completed classes are included, the distribution for Academic Services was as follows:

<u>Grade</u>	<u>Number</u>	<u>Per Cent</u>
A	1844	34%
B	1433	27%
C	1171	22%
D	351	7%
F	569	11%
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TOTAL	5368	

If only A/F letter grades for those who actually completed classes are included, the Occupational/Technical distribution was as follows:





FACULTY NEWSLETTER  
August 10, 1992, p. 2



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**Spring Grades (continued):**

<u>Grade</u>	<u>Number</u>	<u>Per Cent</u>
A	1288	50%
B	755	30%
C	276	11%
D	86	3%
F	146	6%
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TOTAL	2551	

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**PLANNING TO BE INCLUDED  
IN MID-YEAR PDP REVIEW**

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Each year, about mid-year, Dean Howington has conducted interviews with each member of the faculty of the **Academic Services** division regarding the progress being made toward achieving the goals which the faculty member established in his (or her) annual professional development plan (PDP). Last year, in addition, Dean Howington asked each member of the faculty to describe how she (or he) used the data from the Student Opinion Survey to improve instruction.

This year, the same procedure will be followed. Beginning in December, Dean Howington will begin PDP interviews. Once again, he will ask instructors how they are using the data from the Student Opinion Survey in their continuing efforts to improve instruction.

There will be another new wrinkle, however. Dean Howington also will ask instructors to comment on how the **long-range plan and the long-range planning process** affects their activities at the College.

Ideally, the long-range plan should be a vital document which has a regular and routine impact on how each member of the faculty and staff goes about his (or her) duties. The additional question in the PDP interview with Dean Howington is an

effort to document how the plan and the planning process does, in fact, affect life here at Shelton State.

So, as you go about your duties, please keep in mind how the plan governs and guides what you do and be prepared to report on such to Dean Howington when you have your mid-year review of your professional development activities.

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**ACADEMIC SERVICES INITIATES  
APPROVED PART-TIME FACULTY LIST**

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The Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) stipulates that a full-time faculty member "in each of the following areas: humanities/fine arts; social/ behavioral science; and natural sciences/mathematics; **MUST** have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline."

The Criteria stipulates further that "part-time faculty . . . **MUST** meet the same requirements for professional . . . and scholarly preparation as their full-time counterparts teaching in the same disciplines."

In order to ensure that this latter requirement is satisfied, the Dean of Academic Services has instituted the following procedure:

- an Approved Part-Time Faculty (APTF) list for the Academic Services Instructional Division will be created;
- in order for an individual to be employed as a member of the part-time faculty in the Academic Services Division, that individual's name must appear on





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Part-Time Faculty List (cont.):

the APTF list for a specific teaching field (or fields);

- c. if an individual is not on the APTF list, no contract for employment for the individual as a part-time member of the Academic Services faculty will be generated.
- d. individuals will be placed on the APTF list only by the Dean of Academic Services. The Dean of Academic Services will place an individual on the APTF list only after the dean has analyzed the teaching credentials of the individual and has determined that the individual is qualified to teach in a particular field;
- e. individuals who do not provide the Dean of Academic Services with official transcripts of their graduate work will be removed from the APTF list after one semester.

This APTF list procedure will go into effect immediately, i.e. for the forthcoming Fall semester.

Currently, Dean Howington is reviewing the credentials of the part-time faculty who have been teaching during the 1992 Summer quarter. He has requested that the Division Chairs provide him with a list of all part-time faculty who may be employed during the 1992 Fall semester so that the credentials of those faculty can be analyzed for inclusion on the APTF list.

This first edition of the Academic Services Division Approved Part-Time Faculty List will be published on August 17, 1992. Those with questions about this new procedure are encouraged to contact Dean Howington at 391-2204.

NEW DIRECTOR  
OF DISTANCE LEARNING ON BOARD

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Ms. Jo Ann Fleming has joined the staff of the College as the Director of Distance Learning.

Ms. Fleming is a former teacher. She has taught in the Birmingham, Fairfield, and Shelby County school systems. She has spent the last twelve years with South Central Bell and Bell South Services. There she developed and implemented training courses via distance learning technology.

Welcome aboard, Jo Ann! We look for great things from you and our distance learning program.

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RETIREMENT  
COMMITTEE ESTABLISHED

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The President has established a committee to coordinate recognition activities for employees who retire from the college.

The members of the Retirement Committee are Betty Jennings, Kaye Mitchell, Betty Walker, Rick Rogers, and the supervisor of the retiring employee.

When an employee retires, it is the responsibility of the supervisor of the retiring employee to call the Retirement Committee together so that it can go about its work.

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A REMINDER RE:  
PART-TIME ORIENTATION

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Please remember that attendance at an orientation session is required of **part-time faculty prior** to their being employed in the **Academic Services** Division for 1992-93.

Call Betty Walker at 391-2204 to make a reservation at one of the following times:





FACULTY NEWSLETTER  
August 10, 1992, p. 4



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**P-T Orientation (continued):**

Friday August 14 2:00 p.m.  
Saturday August 22 10:00 a.m.  
Sunday August 23 2:00 p.m.  
Tuesday August 25 8:00 p.m.

Each orientation session should take about two hours.

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**SPRING TO BE VEEP**

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Dr. Ted Spring, Dean of the College, at Herkimer County Community College, Herkimer, New York, has accepted the position of Vice President of Shelton State.

Dr. Spring earned a BS degree from Castleton State College, a MEd from Bowling Green State University, and a PhD from the University of Maryland. Dr. Spring also earned an associate degree from Adirondack Community College.

Dr. Spring will be on campus during the week of August 17-21st. **Welcome to Shelton State, Dr. Spring!**

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**NEW SEMESTER TO BEGIN  
ON AUGUST 24th**

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The 1992 Fall Semester will begin August 24th, at 8:00 a.m. with a **faculty meeting** in the cafeteria on the Skyland Campus.

This is an important faculty meeting. There is much material to be covered prior to the start of registration later that morning.

Remember that registration is scheduled from 10:00 a.m. to 8:00 p.m. on August 24th and from 9:00 a.m. to 4:00 p.m. on August 25th. Classes begin on August 26th.

You may already be signed up to work specific hours during registration, but please be prepared to help

throughout the entire period. Enrollment promises to be larger than we anticipated, and it seems to take a bit longer to advise students on the semester system. In short, our manpower needs this registration will be greater than originally planned. Please be ready to assist.

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**PHIFER RESIGNS**

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Genie Phifer, mathematics instructor at Shelton State, has resigned her position on the Shelton State faculty in order to care for her parents who have been ill. Genie had been on leave during 1991-1992.

A new full-time mathematics instructor will be hired to fill the vacancy created by Genie's resignation. The availability of the position has already been announced.

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**WINSLOW RESIGNS**

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Ed Winslow has resigned as Director of Student Support Services at Shelton State to accept a similar position at Fredd State Technical College. Mr. Winslow begins his duties at Fredd State immediately.

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**FACULTY/STAFF  
PROFESSIONAL DEVELOPMENT**

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A professional development activity for the Shelton State faculty and staff is scheduled for August 21, 1992, 9:00-11:00 a.m., in the auditorium at the Fire College. **Attendance at this meeting is required.** The program will feature, **Harvey Alston**, nationally-renowned motivational speaker from Columbus, Ohio.

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**AND A FACULTY/STAFF MEETING**

President Umphrey also has announced that there he may hold a faculty-/staff meeting immediately following Mr. Alston's presentation.